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|  | Institute of Physics and Engineering in Medicine |
| IPEM Logo stacked 300ppi transparent background | IPEM / WCSIM Essay Prize application form |

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| This prize is open to members of IPEM and/or the Worshipful Company of Scientific Instrument Makers (WCSIM) who are in the early stages of their career, typically within 10-15 years of graduation or of commencing their relevant employment. The essay should be a maximum 1000 words and should be understood by members of the public. |
|  |
| Name  |  |
| Title: | Dr [ ]  Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other [ ]  |
| IPEM/WCSIM Membership Number  |   |

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| --- |
| Address  |
|  |
|  |
|  |
|  |
| Postcode: |  |
| Telephone: |  |
| E-mail: |  |
| How did you hear about this award? |

|  |
| --- |
| **Essay Title:** |
| **Essay:** |

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| --- |
| **Please list any attachments you wish to submit to support your submission which should include a CV.** |

**Applicant’s Declaration**

I confirm that the details given above are correct to the best of my knowledge.

**Applicant’s Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return, with any additional supporting papers you wish to submit to:

The Executive Assistant at IPEM by email to marie@ipem.ac.uk

**If you are saving this application as a pdf would you please remove the Equality and Diversity Monitoring Form below and save it as a separate pdf before sending.**

**Completing the Equality and Diversity Monitoring Form is part of the application process although the monitoring form will be removed before the application is sent to the Prizes and Awards Panel for consideration.**

**Equality and Diversity Monitoring Form**

In accordance with the Institute’s Equality and Diversity Policy Statement (Document 0369), the Institute aims to provide equal opportunities to all member volunteers, employees, and job and awards applicants, and will not discriminate either directly or indirectly because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation.

To enable us to ensure compliance with this policy, a system of monitoring has been set up. Once an appointment or award has been made, the data given on this form will be stored on computer in an anonymised format and the form will then be destroyed.

You may, of course, decide not to answer one or any of these questions but if you do respond, all information provided will be treated in confidence and will be used solely by the Institute for the purpose of providing statistics for equality policy monitoring. The form does not form part of your application and will therefore be detached from it on receipt and stored separately. It will not be included in the information passed to short-listers/awards assessors. You can always email this form separately if you wish.

**Please tick or specify other in the appropriate box.**

|  |
| --- |
| **Application for:** |
| **Gender:** |
| Female  | Male  | Other (please specify)  | Prefer not to say: |
|  |
| **Do you identify as transgender?** |
| Yes  | No  | Prefer not to say  |
|  |
| **Marital Status:** |
| Divorced  | In a civil partnership  | Married  | Single  | Widowed  | Other(please specify)  | Prefer not to say  |
|  |
| **Age band:** |
| Under 18  | 18-29 | 30-39 | 40-49 | 50-59 | 60-65 | Over 65  | Prefer not to say  |
|  |
| **Sexual Orientation:** |
| Bisexual  | Gay Man  | Gay woman/lesbian  | Heterosexual  | Other(please specify)  | Prefer not say |
|  |
| **Do you consider yourself to have a disability?** |
| Mental disability | Physical disability | None  | Prefer not to say |
|  |
| **Race/nationality/ethic Origin:** |
| **Asian/Asian British:** | British  | Bangladeshi  | Chinese  | Indian  | Pakistani  | Other Asian  |
| **Black/African/****Caribbean/Black British:** | African  | British  | Caribbean  | Other black |
| **Mixed/Multiple/****ethnic groups:** | White Asian  | White and Black African | White and Black British  | White and Black Caribbean  | Other mixed  |
| **Other:**  | Arab | Other ethnic group (please specify)  | Prefer not to say |
| **White:** | English  | Irish  | Scottish  | Welsh  |
| British  | Gypsy/Irish Traveller  | Other White  |  |  |  |

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| **Religion/belief** |
| Buddhist  | Christian (Please specify)  | Hindu  | Jewish  | Muslim  |
| No religion  | Other religion (please specify)  | Sikh  | Prefer not to say |

For the purposes of compliance with the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to the organisation processing the data supplied on this form for the purpose of equal opportunities monitoring.

Signed: ………………………………………………..

Date: …………………………………………………..

**Privacy Policy**

1. **Overview**

The Institute of Physics and Engineering (IPEM) and its subsidiary IPEM Enterprises Ltd is committed to protecting your privacy. This privacy notice explains how IPEM will use any personal information we collect from you and what rights you have.

**2 Data Controller**

The Data Controller is the Institute of Physics and Engineering in Medicine. Our Registration Number in the Data Protection Public Register is Z6395648.You can contact the data controller by emailing office@ipem.ac.uk; writing to us at our registered address; or by telephoning us on 01904 610821. The data protection lead is Kathryn Surtees and she can be contacted by emailing Kathryn@ipem.ac.uk

**3 What Information we collect about you**

This section shows groups of people whom we collect information about. It then details (for each group) how we collect your data; what we use your personal information for; the legal basis for processing; how long we keep it; categories of personal data; and who we share your data with.

## 3.1 People who apply for IPEM awards and grants

**3.1.1 How we collect your data**

We collect data about you in a variety of ways, starting at the point where you apply for an award or grant, where we will collect the data from you directly. We also update this data through your subsequent contact with us.

**3.1.2 Purposes of the processing**

Personal information which you supply will be used

* To communicate with you regarding the grant/award
* To pay grants and awards
* To pay any expenses

**3.1.3 Legal basis for processing**

We process your information, with the exception of financial information under the legitimate interest basis for processing.

We will process your financial information under the Legal basis for processing

**3.1.4 Legitimate Interest**

People who apply for IPEM grants/awards expect this processing to take place so that they can tell people about their award/grant.

**3.1.5 Data retention period**

We will keep a paper/scanned copy of your application until the award decision has been made. If you are successful we will keep the application until both parties have completed their obligations regarding the award, in addition we will keep limited information your name, the year of the award and the name of the award in perpetuity.

We will keep minimum details of your grant/award on our CRM database/website in perpetuity as this forms part of the history of IPEM.

We will also keep your expense claims and grant /award payments and a record of your financial history (payments) on our finance system for 6 years in accordance with our legal obligations.

**3.1.6 Categories of personal data**

We will keep the following categories of personal data:

Personal Details

* Name
* Home Address
* Work Address
* Home Email Address
* Work Email Address
* Home Telephone Number
* Work Telephone Number
* Mobile Telephone Number.
* Name of Employer
* Employer Address
* Date of Birth
* Gender
* Professional Information
* Interest Information

Grant/Award Details

* Name of Award
* Date of Award
* Amount of Award
* Bank Details for payment of award

**3.1.7 Who we share your data with**

We share some of your data with other organisations and individuals who process data on IPEM’s behalf (Data Processors). The use of the data we share is strictly limited, by contract, to those purposes.

***3.1.7.1 With our IT Software & IT Support Service Providers***

We share your personal data that we hold with our IT and IT support Service Providers to ensure that you get the best possible service.

***3.1.7.2 With the General Public***

We share limited personal data (name, job title, employer, the name and date of the grant/award) via the IPEM website and other communications media.

1. **How we will keep your data safe**

We take appropriate security measures, including to ensure that we keep your information secure, accurate and up to date, and that we only keep it for as long as is reasonable and necessary.

1. **Your Rights**

You have rights under data protection law that you can exercise against IPEM but these do not apply in all circumstances. You can exercise those rights free of change except in very limited circumstances, which will be explained to you if relevant.

For more information about all these rights, and how to exercise them against IPEM, please contact the Head of Operations and Finance who will be able to tell you more.

Here is a short description of your rights:

**Right to Lodge a complaint with a Supervisory Authority**

You have the right to lodge a complaint with a supervisory authority, the Information Commissioner (ico.org.uk) who can be contacted on 0303 123 113.

**Right of Access (Article 15)**

You have the right of access to your personal data, to obtain confirmation that it is being processed, and to obtain certain prescribed information about how it is processed.

**Right to rectification (Article 16)**

You have the right to obtain from us, without undue delay, the rectification of inaccurate personal data concerning you. Taking into account the purposes of processing, you shall have the right to have incomplete data completed. This can usually be done easily on the MY IPEM section of the IPEM website (ipem.ac.uk) or by emailing membership@ipem.ac.uk.

**Right to erasure “the right to be forgotten” (Article 17)**

In certain circumstances, you have the right to have your personal data erased. It is unlikely to be possible to do this if, for example, IPEM has a legal duty to retain or process your information.

**Right of restriction of processing (Article 18)**

In certain circumstances, you have the right to obtain from IPEM a restriction of processing

**Notification obligation regarding rectification or erasure or restriction of processing (Article 19)**

We will communicate any rectification or erasure of personal data concerning you to each recipient to whom the personal data have been disclosed, unless this proves impossible or involves disproportionate effort.

**Right to data portability (Article 20)**

In certain circumstances you will have the right to receive the personal data concerning you, which you have provided to us, in a structured, commonly used machine readable format and you will have the right to transmit this data to another organisation.

**Right to object (Article 21)**

You have the right to object, on grounds relating to your situation, at any time to processing of your personal data, which is based on the legitimate interest basis for processing. We will no longer process the personal data unless we can demonstrate a compelling legitimate ground for the processing which overrides your interests, rights and freedoms.

**Right not to be subject of automated decision-making (Article 22)**

You have the right not to be a subject to a decision based solely on automated processing including profiling, subject to certain exclusions. IPEM does not make any automated decisions.

1. **Changes to this privacy notice**

This notice was last updated on the 25th May 2018. IPEM may amend this privacy notice from time to time to keep it up-to-date or to comply with legal requirements. If you have access to the internet, you should regularly check this privacy notice. If necessary, you may be notified of changes. Your contact details (as previously described) would be used for this purpose, based on the legal basis of compliance with legal obligations or legitimate interests (or both as relevant).